

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 22 February 1984

OP NOTICE NO. 20-83-9

22 August 1983

OFFICE OF PERSONNEL NOTICE

SUBJECT: [ ] Committee

STAT

1. The Office of Personnel has established the [ ] Committee to serve as a focal point to provide assistance to Agency clerical employees who may need reassignments because of major office moves to the [ ]

STAT  
STAT

2. We anticipate that the majority of clerical employees will be able to relocate with a minimum of difficulty and disruption. Therefore, the Committee's efforts will be concentrated on those employees who find it impossible to relocate for compelling personal reasons or inability to arrange transportation to the new location. We do not intend for the committee to replace component-generated assistance; rather, we hope to provide a supplemental service to the components' efforts and to reassure employees of our concern for their problems connected with the relocation.

3. Components involved in the move should distribute copies of this notice to their employees to ensure that they are aware of the availability of the Committee's services. Component personnel officers will be expected to work closely with the Committee to develop a list of expected vacancies and a list of clerical personnel needing reassignment assistance. Any employee who requires assistance as a result of the move should contact their component personnel officer who will, in turn, submit vacancy and employee assistance requirements to the Committee for action.

4. Information on requirements and any questions regarding this matter should be directed to: [ ] Committee Chairperson.  
OP/SPD/SMB, Room 803, Ames Building, extension [ ]

STAT  
STAT

[ ]  
James N. Gierum  
Director of Personnel

Official Record Copy  
Office of Personnel

ADMINISTRATIVE - INTERNAL USE ONLY